



DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF, G-3/5/7
400 ARMY PENTAGON
WASHINGTON, DC 20310-0400

REPLY TO
ATTENTION OF

DAMO-FMP

18 October 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: HQDA Policy for Publishing Out-of Cycle (OOC) MTOE, TDA and Aug TDA Documents

1. Reference: Memorandum, DAMO-FMP, 20 Sep 2002, Subject Out-of-Cycle (OOC) Document Request Policy.
2. Purpose. This memorandum supersedes the policy memorandum in paragraph 1. It establishes the policy and procedures used by DAMO-FM to process out-of-cycle documents.
3. General: Authorizations documents are published approximately two years prior to their effective date. Once published, approved authorizations documents are subject to change based on decisions by the Department of the Army senior leadership, priority operational changes, HQDA directed organizational changes, or readiness issues. Each of these actions can generate a force structure adjustment and a requirement for an out-of-cycle documentation request. The basic policy at HQDA is to minimize turbulence by limiting the number of changes to published documents to only those with significant justification. DAMO-FMP has overall responsibility for oversight of the out-of-cycle policy and process for G-37/FM.
4. Procedures:
 - a. Any command, agency, or proponent can identify an issue that requires a change to an existing or programmed authorization document. Issues regarding authorization documents should be submitted through command channels to HQDA, G-37/FM (DAMO-FM). MACOMs will continue to process design related issues through TRADOC.
 - b. Issues or changes related to MTOE force structure will be forwarded to the appropriate Organizational Integrator (OI) in DAMO-FMO for resolution. Issues or changes related to TDA or Augmentation TDA force structure will be forwarded to the appropriate Force Structure Command Manager (FSCM) in DAMO-FMP for resolution. OIs and FSCMs have the lead for working the out-of-cycle (OOC) documentation request to completion. OIs and FSCMs will coordinate with USAFMSA Document

Integrator (DI) and the PBG Command Manager to analyze the issue and develop a timeline for having the proposed change approved and documented. The OI or FSCM will then nominate the unit or organization for out-of-cycle documentation to the monthly Force Structure Adjustment Board. Nominations must have a readiness impact. The Director, Force Management must approve any request for OOC documentation that increases the strength of a unit, is an exception to standardization, or changes the effective date of an organization that crosses fiscal years.

c. Out-of-cycle documentation requests will be placed into one of three categories. The three categories are identified below.

1) Director; Force Management directed change for out-of cycle documentation tied to a specific event. An example of this category is modularity documentation. The modularity plan converts the present division structure to modular designed Units of Action and Units of Employment IAW the Army campaign plan. Once a division and its subordinate units enters the documentation cycle for modular conversion Unit Identification Codes (UICs) and effective dates (E-date) will be provided by FMP's Force Structure Audit Branch to USAFMSA's Transformation Division where they will be loaded directly into the out-of cycle tool. OIs or FSCMs are responsible for building the Structure and Manpower Allocation System (SAMAS) subset for the UICs that have been directed to change. Phase code I must be used. FMP's PBG Command Managers are responsible for entering PBG changes into the pending region of SAMAS. USAFMSA Document Integrators (DIs) are responsible for building the new document and posting it to WebTAADS in a staffing status for review. Once the OI or FSCM and the PBG Command Manager approve the staffing document the DI will place the document in an approved status. Once USAFMSA's Transformation Division, Force Management Information Systems branch has collected all the approved documents for the specific event they will provide a file to FMP's Force Structure Audit Branch. FMP will run the event UICs through the Automatic Update Transaction System (AUTS). AUTS compares SAMAS programming against TAADS documents. Those TAADS documents that match SAMAS programming will be approved for shipment. Those that do not match SAMAS will not be approved for release to the field until they pass the AUTS synchronization process. Approved documents will then be released to the field.

2) OI or FSCM nomination for out-of cycle documentation. Each month DAMO-FMP will host a Force Structure Adjustment Board. OIs or FSCMs after reviewing issues identified by MACOMs or other proponents determine that a change to an existing or programmed authorization document is required. OIs and FSCMs must coordinate with the USAFMSA Document Integrator (DI) and the PBG Command Manager to analyze the issue and develop a timeline for having the proposed change approved and documented. They nominate the unit or organization by going to the

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SAMAS or S drive and entering the required information into the appropriate nomination list for review at the appropriate monthly Force Structure Adjustment Board. Monthly Board will be chaired by Chief, Force Structure Command Branch (DAMO-FMP) and have two other voting members; the Chief, PBG Command Branch (DAMO-FMP) and the Deputy, DAMO-FMO. MTOE UIC nominations will be presented by SRC OIs and TDA and Aug TDAs UIC nominations will be presented by MACOM FSCMs. The Board will approve, disapprove or defer each UIC nomination for out-of-cycle documentation. UICs approved for out-of-cycle documentation will follow a similar path as outlined above. After the Board, FMP's Force Structure Audit Branch will enter approved UICs into the OOC tool. OIs, FSCMs, and PBG CMs will make the appropriate entries into SAMAS and the document will be staffed and then approved. OIs and FSCMs are encouraged to use the SAMAS/TAADS compare program before approving documents to compete in AUTS. On the designated date all approved documents will be provided by USAFMSA's Transformation Division, Force Management Information Systems branch to FMP and run through the AUTS process. Those TAADS documents that match SAMAS programming will be approved for shipment. Those that do not match SAMAS will not be approved for release to the field until they pass the AUTS synchronization process. OIs and FSCMs will be notified if their UIC does not pass the AUTS process and fails to ship. Approved documents will then be released to the field. A notional timeline is at Annex A.

3) Director, Force Management directed change for out-of cycle documentation not tied to a specific event. An example of this category would be an approved concept plan or the decision to delay of the inactivation of a specific unit. Key to this action is that it is approved by the Director, Force Management or higher during the normal decision cycle of force management business. OI or FSCM is informed of the decision and told to execute. Again, OIs and FSCMs must coordinate with the USAFMSA Document Integrator (DI) and the PBG Command Manager to analyze the issue and develop a timeline for having the proposed change approved and documented. OI or FSCM will go to the S drive and enter the required information into the appropriate nomination list for the next monthly Force Structure Adjustment Board. Under the why now column the OI or FSCM will enter approved by the Director, Force Management and present the change to the Board for coordination and implementation. Actions will then follow the path as outlined above.

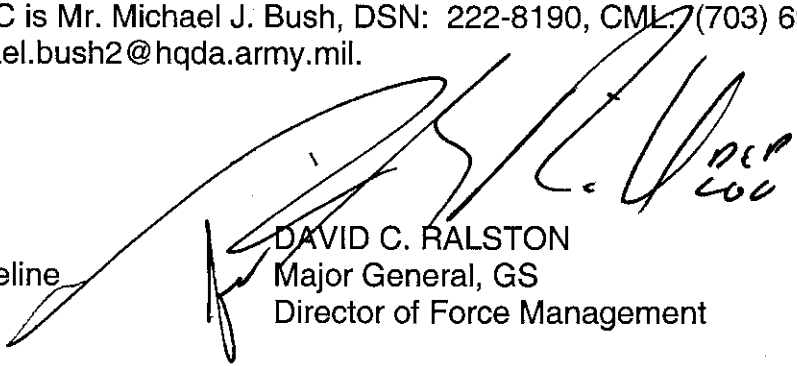
d. The out-of-cycle tool can continue to be used by OIs, FSCMs, PBG CMs, DIs and MACOMs to view the status of specific OOC requests by accessing the OOC tool on WebTAADS. The OOC requests will be tied to an event or a group name; for example, September OOC requests.

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5. The DAMO-FM POC is Mr. Michael J. Bush, DSN: 222-8190, CML (703) 692-8190, or e-mail: michael.bush2@hqda.army.mil.

Enclosure
Annex A: Notional timeline



DAVID C. RALSTON
Major General, GS
Director of Force Management

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Notional Timeline

Annex A

Monday	Tuesday	Wednesday	Thursday	Friday	Sat/Sun
			1	MACOM request for OOC	2
					3
4	5	6	7	8	9
OI or FCSM, PBG CM and DI analysis of issue			OI or FSCM believe OOC required	OI or FSCM places nomination on S Drive	10
11	12	13	14	15	16
FMP releases list of OOC Nominations for month		Monthly OOC Board FMP loads list of Board approved UICs in OOC Tool	OI or FSCM directs document to be built	OI or FSCM places I subset in SAMAS	17
18	19	20	21	22	23
PBG CM updates SAMAS	DI places document in a staffing status	OI or FSCM, PBG CM, and MACOM reviews document	OI or FSCM runs SAMAS/TAADS compare	OI or FSCM approves document DI places document in A status	24
25	26	27	28	29	
FMSA provides file to FMP FMP runs AUTS	FMSA provides updated file to FMP FMP second AUTS run	FMSA provides updated file to FMP FMP third AUTS run	Ship Documents that pass AUTS compare		

Actual schedules will be dependent upon the timelines developed between the OI or FSCM, FMSA DI, and PBG CM for: request to be reviewed by OOC Board, document to be completed and approved; AUTS processing is successful.